

Yellow Medicine County Board of Commissioners Policy Manual
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Policy Statement

TITLE**CODE**

Interdepartmental Billing

501

REFERENCE

NA

PERSONNEL RESPONSIBLE

All County Personnel

EFFECTIVE DATE

TBD

POLICY**501.100 – Purpose**

Although the County has many departments and funds, our focus must be on working together to accomplish County-wide visions and goals. To that end, this policy eliminates all interdepartmental billings that do not generate, or have the potential of generating, new County revenues.

501.200 – Department Head Approval

Department heads and accounting personnel will be responsible for ensuring that invoices are not sent between departments that do not generate revenues from outside the County. To this end, all interdepartmental invoices must be approved by the applicable department head before being sent. If desired, department heads may create preapproved lists of qualified services and the departments that may be invoiced for those services. In the event the department head is unable to determine if a particular service should be invoiced, he/she will seek a determination from the County Administrator.

501.300 – Enforcement

Failure to conform to this policy will result in disciplinary action.

AUTHORED BY: County Administrator

DATE: November 17, 2003

APPROVED BY: County Board

DATE: November 25, 2003